

Water Plant

Public Works Department

Water Fund

Description:

Responsible for the production, storage and initial distribution of all potable water for City customers.

water tanks.

- To develop and deliver the Consumer Confidence Report to each customer as required by USEPA and the State of Maryland.

Services:

- Pumps groundwater from various wells.
- Treats water by filtering and chemical treatment, primarily for iron removal and stabilization.
- Performs laboratory tests on water samples to ensure safety and compliance with the Safe Drinking Water Act which includes tests for lead and bacteria.
- Produces an adequate supply of water to meet customer demand.

Accomplishments:

- Began operating sludge pumping station.
- Continued to provide an adequate water supply in summer without water use restrictions, unless imposed by higher governing authority.
- Install variable frequency drives for #3 and #4 low lift pumps.
- Performed required testing, achieving SDWA compliance.
- Rebuilt #4 filter.
- Initiated construction of 2 new wells.
- Construction of new electric substation and secondary feeder.
- Major emergency repairs to #6 and #9 well.
- Initiated purchase and construction of various security systems.

Goals:

- To produce, treat and deliver potable water that meets the requirements of the Safe Drinking Water Act and Health Department.
- To supply an adequate amount of water to meet demands without imposing water usage restrictions.
- To repaint and otherwise maintain all elevated

Performance Indicators:

<i>FY 2002</i>	<i>FY 2003</i>	<i>FY 2004</i>
<u>Actual</u>	<u>Estimated</u>	<u>Goal</u>

Percent of time SDWA Standards are met 100% 100% 100%

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Personnel	\$829,470	\$856,470	\$905,870	5.77%
Other Operating Expenditures	648,970	560,300	560,300	0.00%
Capital Outlays	2,790	125,500	0	N/A
Total Expenditures	\$1,481,230	\$1,542,270	\$1,466,170	-4.93%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Public Works - Water Plant

Fund and Division # 621-44113

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$117,110.00	Water treatment chemicals and other misc. supplies
Telephone 7210	\$3,200.00	Telephone service for operation and 24 hour a day emergency response to citizens
Electricity 7220	\$220,500.00	Power to operate plant
Education and Travel 7310	\$2,870.00	Training for plant operators and other staff, expenses incurred associated with training
Repair and Maintenance 7720	\$181,570.00	Repair for plant including pumps, structures, wells and infrastructure
Special Projects 7920	\$0.00	N/A
Leases 7930	\$0.00	N/A
Contract Services 7990	\$35,050.00	Services for testing, instrumentation repairs, cathodic protection, county sewer fees

Total

\$560,300.00

Water Distribution

Public Works Department

Water Fund

Description:

Responsible for operating, maintaining and repairing the City's 125 mile water distribution system.

position.

- Investigate water bill protests.

Goals:

Services:

- Install and repair water mains and fire hydrants.
- Install and repair water service lines.
- Read and record water meters for billing by the Finance Department.
- Supervise the installation of new watermains.
- Supervise the chlorination of new mains.
- Inspect and pressure test the installation of mains in new developments.
- Execute turn-off and turn-on water services as directed by the Finance Department.
- Locate water main and service lines for contractors.
- Establish in house underground utility locator

- To maintain all water meters in working and accurate condition.
- Fire Hydrant replacement program.
- To repair or replace defective water main valves to improve their ability to isolate certain sections of the water system.
- Continue to abandon the existing 100-year-old 4" water mains and connect existing services to mains that parallel the old lines.
- Continue replacing existing 2" & 4" watermains with 6" domestic iron pipe.

Accomplishments:

- Continued the program of replacement of out-dated fire hydrants.
- Continued the replacement of non-working water main valves.

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Personnel	\$480,660	\$506,050	\$550,330	8.75%
Other Operating Expenditures	205,790	349,710	349,710	0.00%
Total Expenditures	\$686,450	\$855,760	\$900,040	5.17%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Public Works - Water Distribution Fund and Division # 621-44113

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$61,770.00	Material used in repair of water distribution system pipe, clamps, valves, fittings, water meters, vaults, clothing, etc:
Telephone 7210	\$900.00	Telephone service and cell phones used by division personnel
Electricity 7220	\$13,650.00	Light and power for office space and utility shop
Education and Travel 7310	\$2,380.00	Training and seminars for staff and associated expenses incurred
Repair and Maintenance 7720	\$261,790.00	Maintenance of utility structures, equipment repairs, and infrastructure
Special Projects 7920	\$0.00	N/A
Leases 7930	\$0.00	N/A
Contract Services 7990	\$9,220.00	Miscellaneous services not available in-house, specialized skill or contractors when City personnel are not available

Total \$349,710.00

Sewer Plant

Public Works Department

Sewer Fund

Description:

The Annapolis Wastewater Treatment Plant is owned jointly by the City and County but is operated by the County. The City pays a prorated portion of the operating expenses based on percentage of total flow.

Services:

- Provides treatment of all wastewater from City customers.

Goals:

- To monitor expenses incurred by Anne Arundel County during their Capital Improvement Program projects.

Accomplishments:

- Conducted ongoing meetings with the County to address operating expenses, CIP expenses and CIP Improvements.
- Negotiated new agreement with County for operating expenses and capacity.

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures	2,151,300	2,500,000	2,500,000	0.00%
Total Expenditures	\$2,151,300	\$2,500,000	\$2,500,000	0.00%

Sewer Collection

Public Works Department

Sewer Fund

Description:

Responsible for repairing and maintaining the sewage conveyance system from its point of origin to the treatment plant.

Services:

- Cleans approximately 1/3 of 125 miles of sewage conveyance system on a 3 year cycle.
- Repairs and maintains 24 sewage pumping stations.
- Installs new and repairs old sewer-to-house connections.
- Provides emergency sewer back-up service, 24 hours per day, 7 days per week.
- Locates sewer mains and service lines for contractors.

- To televise and/or clean the entire sewer system yearly.
- To maintain all pumping stations to eliminate emergency break-downs.
- To respond to emergency sewer back-up problems within 1 hour of notification.
- Continue sewer lateral replacement program.
- Establish in house underground locator position.

Accomplishments:

- Continued program of scheduled preventive cleaning program of sewer lines.
- West Street redevelopment project support.
- Sewer line replacement or relining.

Goals:

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Personnel	\$538,780	\$572,630	\$758,560	32.47%
Other Operating Expenditures	463,000	481,390	538,710	11.91%
Capital Outlays	0	45,000	198,000	340.00%
Total Expenditures	\$1,001,780	\$1,099,020	\$1,495,270	36.05%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Public Works - Sewer CollectionFund and Division # 622-44126

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$45,830.00	Material used in the maintenance of City sewer system pipe, manholes, frames, office supplies, clothing, etc:
Telephone 7210	\$30,000.00	Phone and line service for our sewer pumping stations used to transmit data to our SCADA system
Electricity 7220	\$94,500.00	Power for our sewer pumping stations
Education and Travel 7310	\$3,550.00	Training and seminars for our staff to meet state licence requirements and expenses associated with this training
Repair and Maintenance 7720	\$288,840.00	Repairs to our current 25 sewer pumping stations and grounds, repairs to our fleet of vehicles, and other misc. equipment.
Special Projects 7920	\$0.00	N/A
Leases 7930	\$0.00	N/A
Contract Services 7990	\$75,990.00	Miscellaneous services to maintain our pumping station communications, contractors to perform some of the work in our utility rehabilitation program, repairs beyond the ability of our equipment or personnel to accomplish.
Capital Outlay 8100	\$198,000.00	Replacements of existing pumps and control packages that are in excess of 20 years old at 5 sewage stations.

Total	<u><u>\$736,710.00</u></u>
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Residential Refuse

Public Works Department

Refuse Fund

Description:

in downtown district.

Responsible for the collection and transportation of solid waste from 8,600 residential households to a disposal site.

- To collect all solid waste from residential households without "misses".
- To increase participation in recycling.

Services:

- Provides twice weekly refuse collection.
- Provides quarterly bulk pick-up services.

Accomplishments:

- Continued efficient collection of solid waste with few or no complaints.
- Transferred Supervisor to replace retired previous Supervisor.

Goals:

- Review possible return to commercial pick up

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Personnel	\$618,870	\$681,850	\$719,220	5.48%
Other Operating Expenditures	449,250	421,910	430,910	2.13%
Total Expenditures	\$1,068,120	\$1,103,760	\$1,150,130	4.20%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Public Works - Residential RefuseFund and Division # 628-44720

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$32,100.00	Purchase of refuse containers, plastic bags, small tools and equipment, safety equipment and uniform rental and fuels needed for vehicles, and refuse collection notices (holiday schedules, bulk pickup, etc.)
Telephone 7210	\$0.00	
Electricity 7220	\$0.00	
Education and Travel 7310	\$0.00	
Repair and Maintenance 7720	\$32,810.00	Repairs to the 7 refuse packers (new cylinders, welding, tires, brakes, springs, axles, etc.)
Special Projects 7920	\$0.00	
Leases 7930	\$0.00	
Contract Services 7990	\$366,000.00	Disposal fees for refuse disposal and the disposal of regulated bulk collection "white" goods that contain Freon (refrigerators, freezers, ice-machines)

Total \$430,910.00

An increase in the Contract Services is due to a stipulation in the contract with our vendor at the Annapolis Junction Transfer station for the per ton tipping fee. The contract call for an annual adjustment consistent with the USDL CPI, the current CPI is 2.8%.

FY 03 tipping fee budget \$351,000 x 2.8% = \$9,830

\$9,830 Adjustment

FY 04 tipping fee budget \$360,830

Yard Waste Recycling

Public Works Department

Refuse Fund

Description:

leaves collected by Street Sanitation.

Responsible for the collection of yard mater every other week from all residential households.

- Reduce tonnage buried at the landfill.

Services:

- Collects grass clippings, leaves, brush and tree limbs.
- Processes collected yard mater and provides this mulch to residents at no charge.

Accomplishments:

- Continued efficient collection of yard mater materials with few complaints.
- Worked with Fish and Wildlife Administration to introduce wild flowers and native grasses to selected areas.
- Worked with Mayor's office about feasibility of utilizing the closed landfill site for horse trails.
- Mow vegetation on closed City landfill cap.

Goals:

- To collect 100% of yard mater set-outs.
- Process 2,000+ tons of yard mater and 475+ tons of

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Personnel	\$286,320	\$315,070	\$331,980	5.37%
Other Operating Expenditures	56,590	65,990	65,990	0.00%
Capital Outlays	0	35,000	0	N/A
Total Expenditures	\$342,910	\$416,060	\$397,970	-4.35%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Public Works -Yard WasteFund and Division # 628-44740

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$23,330.00	Printing of flyers and schedules, miscellaneous tools and equipment, storage containers, office supplies, safety equipment and uniform rental, fuels and lubricants for vehicles and tub grinder
Telephone 7210	\$600.00	Expenses for local and long distance phone calls
Electricity 7220	\$1,580.00	Electricity to yard waste structures on Rt. 450
Education and Travel 7310	\$400.00	Training for employees on special equipment and operational methods
Repair and Maintenance 7720	\$16,830.00	Funds required for parts and labor to maintain mechanical operation of 3 vehicles, 1 tub grinder, 1 air compressor, and 1 loader
Special Projects 7920	\$0.00	
Leases 7930	\$4,500.00	Lease of sanitary unit
Contract Services 7990	\$18,750.00	Contract additional labor and equipment as required

Total \$65,990.00

Curbside Recycling

Public Works Department

Refuse Fund

Description:

to collect recyclables.

Responsible for the curbside collection of bottles, cans, plastic bottles and newspaper.

Goals:

- To get contractor to collect without any “misses”.

Services:

- Provides for curbside collection of mixed recyclables.
- Hires contractor through competitive bidding process

Accomplishments:

- Continued the contracted-out program of collection of recyclables with few or no complaints.

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures	245,240	272,270	279,490	2.65%
Total Expenditures	\$245,240	\$272,270	\$279,490	2.65%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Public Works - Curbside RecyclingFund and Division # 628 - 44750

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$14,360.00	Miscellaneous supplies and printing/postage
Telephone 7210	N/A	
Electricity 7220	N/A	
Education and Travel 7310	N/A	
Repair and Maintenance 7720	N/A	
Special Projects 7920	N/A	
Leases 7930	N/A	
Contract Services 7990	\$265,130.00	

Total \$279,490.00

An increase in Contract Services (7990) is due to the contract with vendor that stipulates an adjustment consistent with the USDL consumer price index. The CPI at this time is 2.8%.

FY 03 \$257,910 x 2.8% = \$7,220

\$7,220 Adjustment

FY 04 \$265,130